

Vendor Evaluation Services



Vendor evaluation is an activity that begins with the receipt of proposals from your solicitation and continues to the selection of a vendor whose total offering of cost and technical proposals has been judged to be your best value. The selected vendor is the one with whom you will attempt to negotiate a contract.

NYSTEC's vendor-evaluation services include suggesting alternatives and developing all of the details to provide you with an Evaluation Plan that meets your needs. NYSTEC has developed plans for programs of varying

size, from very small to very large (more than \$1 billion). These plans have been developed for dozens of clients and used in evaluating hundreds of solicitations.

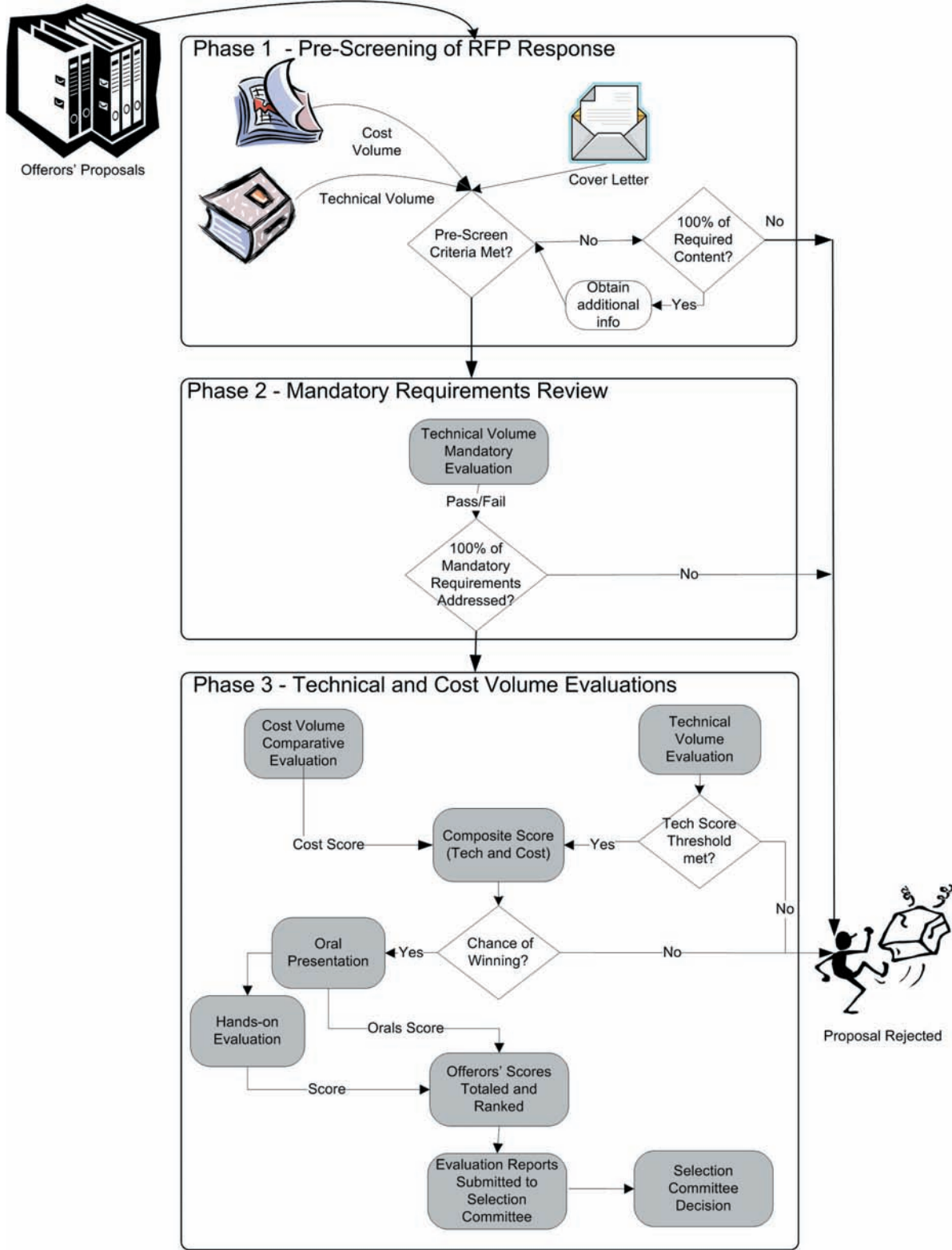
NYSTEC knows what works, what doesn't, and why. We know what to include and what to avoid in developing your vendor Evaluation Plan.

NYSTEC has extensive materials on the shelf that describe alternatives and provide examples and templates from which we can develop your plan. The Evaluation Plan:

- ▶ Is always written, is usually concise, and is likely to have substantial attachments.
- ▶ Is frozen before bids are opened, usually to comply with an organization's general procurement procedures, but always to establish an unbiased evaluation.
- ▶ Addresses and defines who will be tasked to do what and how their activities will interact with each other. It defines an organizational hierarchy.
- ▶ Is comprehensive and detailed so as to evaluate the vendor's responses to every part of the RFP, Specification, Statement of Work, options/alternatives, Service Level Agreements, etc. (Incidentally, NYSTEC can guide you in developing requirements, RFPs, SOWs, and all other solicitation documents prior to vendor evaluations).
- ▶ Identifies and describes the process steps and their relationships. It defines a procedural hierarchy.
- ▶ Strives to be objective on a collective basis while applying judgment at the lowest level (in terms of understandability and acceptability).
- ▶ Clearly defines how the judgments are quantified and aggregated into overall scores.
- ▶ Lays the groundwork for negotiations by: identifying shortfalls/concerns that may need correction; and, identifying exceptional responses that may be traded for a lower price.
- ▶ Is assembled from a library that identifies options and how they may be included/excluded, such as the use of mandatory requirements, the use of oral evaluations, or the use of a hands-on evaluation.



Sample NYSTEC Vendor Evaluation Template



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